

APVG-GC

Date \_\_\_\_\_

MEMORANDUM FOR HOUSING MANAGER

SUBJECT: Request for Retention of Quarters During Deployment

1. Request retention of quarters during deployment of \_\_\_\_\_  
(Sponsors Name and Rank)

at \_\_\_\_\_  
(Quarter Address)

2. I \_\_\_\_\_, have elected to depart Hawaii  
on \_\_\_\_\_, and return to quarters on \_\_\_\_\_  
(Departing Date) (Return Date)

During this period I can be contacted at \_\_\_\_\_  
(Phone number and Address)

3. I designate \_\_\_\_\_ as my representative during my  
(Person of Contact)  
absence from quarters, and can be contacted at \_\_\_\_\_  
(Ph. Number) (Address)

The above stated representative will assist the Housing Office in the event of an emergency of the stated quarters. The above representative agrees to maintain the yard and check on my quarters routinely during my absence.

\_\_\_\_\_  
(Designated Individual Signature/Date)

\_\_\_\_\_  
(Occupant Signature/Date)

\_\_\_\_\_  
(Rear Detachment or Unit Commander Signature/Date)

\_\_\_\_\_  
(Housing Acceptance/Date)